Standard: *Quality Assurance Plan (QAP)*	
Issue Date: May 5, 2000	**Standard ID:** *S-QA-030*
Supersedes: February 28, 2000	**Rev/Change 2.0**

1. **Purpose:** To describe the required content of the Quality Assurance Plan.

2. **Creating Procedures:**

   P-QA-020 - Project Quality Assurance
   P-PE-030 - Detailed Planning

3. **Contents:**

   a) **Cover Page*
   b) **Title Page:* determined by the Project Manager
   c) **Table of Contents:* the number, title and page number for each titled paragraph figure, table and appendix.
   d) *Reference Document:* the list of documents referenced
   e) *Scope:* a brief overview of the document
   f) *Organization:* the project Quality Assurance organization and its reporting structure. The objective is to show that the Quality Assurance organization is independent of the Project Management.
   g) *Test:* Quality Assurance role and responsibilities in test activities including any test activities at customer site.
   h) *Audits:* (Reference P-QA-070, Quality Assurance Audits, for audit method and requirements.) Complete the audit schedule, S-QA-120.
   i) *Subcontractor Control:* define Quality Assurance's role in the subcontractor selection process. Define method to be used by QA for monitoring the subcontractor's quality activities during the project life cycle.
   j) *Reports:* define any reports to be submitted to the Project Manager. Define items to be reported, frequency and format.
   k) *Customer Interface:* define any customer interface required (reports, reviews, etc.). Name the customer's Quality Assurance contact.
   l) *Client Assessments:* Define the number and type of assessments to be conducted.
   m) *Software*:
   　　?? *Peer Reviews* – State the QA role in the peer review process. (Refer to P-GP-045.) Define the number of reviews that QA will participate in.
   　　?? *Software Development Folders*: Define the process for conducting SDF audits. Describe the number of folders to be audited (% of total folders), audit criteria and method for recording results.

4. **Format:**

   The format may be Project Manager specified.

5. Notes:

a) Items marked with an asterisk (*) are required for stand-alone plans only. A stand-alone plan must have a unique document number.

b) The Quality Manual is the guiding document for the quality program. The Project Quality Assurance Plan (QAP) is used to describe specific project level quality activities.